

**Please fill out this application completely. Incomplete applications will not be processed.**

- This form is for when there is no construction to be performed.**
- A Change of Occupant/ Tenant is when the same type of business occupies a space where the same type of business was previously located. Ex. Previous business is a florist and the new business is a florist.
- A Change of Use is when a business with the same *Occupancy Classification* occupies space as a previous business but the use is different. Ex. Previous business was a bank and new business is insurance sales.
- All Change of Use projects are required to submit for a review and are subject to any pertinent regulations.

1. ☐ **Change of Occupant/ Tenant** *no change in business primary use* ☐ **Change of Use** *requires plan review*

**2. Location:**

Address:

**3. New Business Information:**

Corporate Name:	Telephone:
Corporate Address:	E-mail:
Describe Primary Business Function:	
<i>Occupancy Classification (to be filled out by staff):</i>	

**4. Previous Business Information:**

Company Name:	Telephone:
Address:	E-mail:
Describe Primary Business Function:	
<i>Occupancy Classification (to be filled out by staff):</i>	

**5. Building Owner Information:**

Name:		E-mail:
Address:	State/ Zip:	Telephone:

**6. Applicant Signature:**

*I hereby certify that under penalty of perjury, that all information in this application is correct and all work will comply with the NC State Technical Building Codes and all other applicable state and local laws, ordinances, and regulations. I acknowledge that I must notify the City of Fayetteville's Permitting & Inspections Division of any changes in the approved plans and specification for the project permitted herein.*

\_\_\_\_\_  
Signature of Owner/Agent

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**7. Staff Approvals:**

*Printed Name*

*Signature*

*Date*

<b>Zoning</b>			
<b>Planning</b>			
<b>Engineering*</b>			
<b>Traffic Services*</b>			
<b>Fire*</b>			
<b>Inspections</b>			

**\* Engineering, Traffic Services, and Fire signatures are not required for a *Change of Tenant*.**

**Staff Use:**

Permit Fee: \_\_\_\_\_ Date: \_\_\_\_\_

E-Development Portal Project Number: \_\_\_\_\_